

**Minutes of the Baraboo Community Development Authority  
Loan Review Committee  
Tuesday May 7, 2019**

The meeting was called to order by Chairperson Fordham at 6:45 PM in the Community Room of Corson Square Apartments, 920 Tenth St., Baraboo WI.

**I. Roll Call**

Present: Fordham, Bobholz, Kierzek  
Absent: None  
Staff: Patrick Cannon, Executive Director

**II. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes and the closed session item is properly noted.

**III. Approval of Agenda**

A motion to approve the agenda as presented.  
Bobholz (1); Kierzek (2)  
Aye: All via voice vote

**IV. Approval of Minutes**

January 30, 2019

A motion was made to approve the January 30, 2018 minutes as presented.  
Bobholz (1); Fordham (2)  
Aye: All via voice vote  
Nay: None

**V. Public Comment**

None

**VI. Old Business**

None

**VII. New Business:**

**A. Consideration and discussion of Proposals to administer the Baraboo CDA Housing Revolving Loan Fund**

Staff noted that responses to the Request for Proposals have been received from 3 firms. All three firms quoted a fee of either 14% or 15% as allowed under the program criteria. After reviewing the proposals, staff felt that the proposal from MSA Professional Services was the most qualified. They currently administer this program for many communities.

After careful review, the Committee moved to recommend to the full board the approval of a one year contract with MSA Professional Services to administer the Housing Revolving Loan program.

Motion: To recommend to the Board the approval of a one year contract with MSA Professional services for the administration of the Housing Revolving Loan Fund at the terms contained in their proposal.

Bobholz (1); Kierzek (2)

Aye: All via voice vote  
Nay: None

VII. **Adjournment**

A motion was made to adjourn the meeting at 6:58 PM.

Kierzek (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Approved by Loan Review Committee on:

Joan Fordham, Chair

Patrick Cannon, Recorder